



LEESBURG
The Lakefront City

MINOR SUBDIVISION APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: _____

1. Project Name: _____

2. Property Owner's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

3. Petitioner's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

4. Agent's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail _____

5. The property is generally located in the vicinity of the following streets:

6. The size of the property is: _____ +/- square feet; _____ +/- acres

7. The existing zoning of the property is: _____

8. The present use of the property is: _____

9. The proposed use of the property is: _____

10. State the exact legal description of the property to be subdivided. (Copy of Warranty Deed or Tax Receipt showing ownership must be submitted with application.)

Alternate Key #: _____

Section _____, Township _____, Range _____

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires MINOR SUBDIVISION APPROVAL for the following subdivision:

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments (with the exception of the original mylar copy of the plat) shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

PROPERTY OWNER'S SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before
me on _____ (date) by

(Name of affiant, deponent, or other signer).
He/she is personally known to me or has
presented _____
as identification.

Subscribed and sworn to (or affirmed) before
me on _____ (date) by

(Name of affiant, deponent, or other signer).
He/she is personally known to me or has
presented _____
as identification.

NOTARY PUBLIC

NOTARY PUBLIC

SEAL:

SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

CHECKLIST FOR MINOR SUBDIVISION APPROVAL COMPLETION (APPLICATION TO PLANNING & ZONING COMMISSION)

The following information is required to be submitted when applying for SUBDIVISION APPROVAL:

1. ___ Filing fee (see below).
2. ___ General application form (page 1).
3. ___ Authorization for property owner/agent representation (pg. 2).
4. ___ TITLE CERTIFICATION per F.S. 177.041.
5. ___ A completed application with surveyor's checklist for approval of the minor subdivision and exemptions to the platting requirement shall be required.
6. ___ Ten (10) copies (11" x 17") showing the original parcel of land and subsequent minor subdivision of land shall be prepared by a professional land surveyor and shall include the following information:
 - a. Existing legal description, boundary survey and dimensions of the lot(s) to be subdivided.
 - b. Legal descriptions, boundary survey and dimensions of the created parcels (lots).
 - c. A statement whether utilities such as water and/or sanitary sewer service are available to the property.

FILING FEE: \$150.00 (Please make check payable to: City of Leesburg).

PROCEDURES:

1. The subdivision will be scheduled for the next available DRC meeting. The P&Z Manager will sign the subdivision, after it has been approved by DRC.
2. After approval and execution by the P&Z Manager, the petitioner will be contacted to pick up the subdivision for recording at the County.
3. After the plat has been recorded at the County, the petitioner shall provide a mylar copy of the plat (to include Plat Book & Page No.) to the Engineering Department.
4. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.